

**REQUEST FOR PROPOSALS (RFP)
FOR LAWN MAINTAINENCE OF
MERCHANTVILLE BOROUGH PROPERTIES**

The intent of this document is to obtain lump sum and unit prices for the grass cutting and weed whacking of the designated properties in the Borough of Merchantville.

Proposals are to be submitted to the **Borough of Merchantville's Clerk's Office, 1 West Maple Avenue Merchantville, New Jersey 08109 no later than 11:00 a.m. on Thursday, January 16, 2014.** NO PROPOSALS will be accepted after that time. A pre-bid meeting will take place on January 9, 2014.

The criteria contained on the RFP shall be disclosed on the Borough's internet website, merchantvillenj.gov or may be picked up at the Borough office between 8:30 -4:30 PM from Monday-Friday, 856.662.2474 ext. 103.

The bidder shall be responsible to acquaint himself with all properties prior to responding to this RFP.

Bidders shall be responsible to comply with all applicable Local Public Contract Laws including but not limited to wage determinations for this scope of work.

Bidder shall provide acceptable proof of insurance in compliance with the Borough's required limits. Prior to commencement of this contract, the bidder shall carry adequate Public Liability, Liability and Workmen's Compensation Insurance or coverage which shall indemnify and save harmless the Borough of Merchantville, Certificate of Insurance will be submitted upon award of contract naming Merchantville Borough as the insured party.

The bidder shall at all times abide by the Affirmative Action Guidelines P.L.1975, C.127 (N.J.A.C. 17:27).

The bidder shall comply with P.L. 2004, Chapter 57 and submit proof of business registration issued by the New Jersey Department of Treasury. Non-compliance when submitting a proposal (or bid) is considered a non-waivable defect and will result in a denial of the contract to the bidder.

Payments will be made in accordance with Borough payment schedule. The bidder shall submit a work order within 24 hours of cutting grass and a monthly statement of the extent of work completed.

The Borough of Merchantville pays invoices monthly in accordance with Borough code. The bidder can submit proper vouchers and invoices monthly.

The Borough Properties included in this RFP are:

1. Community Center in its entirety & Center Island at Greenleigh Court = 194,000Sq Ft.
2. Borough Hall & Morrissey Park = 29,000 Sq Ft
3. Wellwood Park = 187,000 Sq Ft
4. Merchantville Bike Path = 238,000 Sq Ft
5. Emergency Squad Building & Grass strip from Centre to Intersection of Park and Gilmore & 9 E. Park Avenue = 10,000 Sq Ft

Bidder is responsible to confirm estimated square footages. No additional compensation shall be granted for miss-measurement.

The Borough shall have option to delete any of items one (1) thru six (5) with a 90 day notice.

Scope of Services

Bidder shall provide lump sum cost to provide the following services from May 1st till September 31st:

Item 1 - COMMUNITY CENTER

- 1. Cut grass at entire complex once every 10 days. Cutting areas to include center island at Greenleigh Court form Maple Avenue to driveway entrance on Somerset Avenue and grass strip along frontage. Weed whack around building area & playground equipment and entire fence line.
- 2. Blow off sidewalks.

Item 2 - BOROUGH HALL/MORRISEY PARK

- 1. Cut all grass areas around Borough Hall every 10 days.
- 2. Weed whack & trim all areas where grass meets building & along walkways. Edge with weed whacker.
- 3. Blow off sidewalks and steps.

Item 3 - WELLWOOD PARK

- 1. Cut all grass areas every 10 days including grass strip along frontage.
- 2. Weed whack around playground equipment and tennis courts.

Item 4 - MERCHANTVILLE BIKE PATH EUCLID AVE. & CHESTNUT TO COVE & CHESTNUT

- 1. Cut all grass areas every 10 days.
- 2. Weed whack along curb line and around surface features.

Item 5 - EMERGENCY SQUAD BUILDING, 9 E PARK AVE. AND PNC PROPERTY

- 1. Cut grass every 10 days including grass strip along frontage.
- 2. Weed whack where grass meets sidewalk & building.

Can renew additional one year contracts at Borough option.

Bidder shall provide pricing as follows:

Year 1

| | |
|---|-----------------------|
| Total Lump Sum Price for Items Nos. 1 thru 5. Entire season | \$ _____ (numbers) |
| Total Lump Sum Price for Items Nos. 1 thru 5. One (1) cut | \$ _____ (numbers) |
| Unit Price Item 1 per cut | \$ _____ (numbers) |
| Unit Price Item 2 per cut | \$ _____ (numbers) |

Unit Price Item 3 per cut \$ _____
(numbers)

Unit Price Item 4 per cut \$ _____
(numbers)

Unit Price Item 5 per cut \$ _____
(numbers)

Bidder shall provide pricing as follows:

Year 2

Total Lump Sum Price for Items Nos. 1 thru 5. Entire season \$ _____
(numbers)

Total Lump Sum Price for Items Nos. 1 thru 5. One (1) cut \$ _____
(numbers)

Unit Price Item 1 per cut \$ _____
(numbers)

Unit Price Item 2 per cut \$ _____
(numbers)

Unit Price Item 3 per cut \$ _____
(numbers)

Unit Price Item 4 per cut \$ _____
(numbers)

Unit Price Item 5 per cut \$ _____
(numbers)

Bidder shall provide pricing as follows:

Year 3

Total Lump Sum Price for Items Nos. 1 thru 5. Entire season \$ _____
(numbers)

Total Lump Sum Price for Items Nos. 1 thru 5. One (1) cut \$ _____
(numbers)

Unit Price Item 1 per cut \$ _____
(numbers)

Unit Price Item 2 per cut \$ _____
(numbers)

Unit Price Item 3 per cut \$ _____
(numbers)

Unit Price Item 4 per cut \$ _____
(numbers)

Unit Price Item 5 per cut \$ _____

(numbers)

Bidder shall provide pricing as follows:

Years 1-3 total

Total Lump Sum Price for Items Nos. 1 thru 5. Entire season \$ _____
(numbers)

Total Lump Sum Price for Items Nos. 1 thru 5. One (1) cut \$ _____
(numbers)

Unit Price Item 1 per cut \$ _____
(numbers)

Unit Price Item 2 per cut \$ _____
(numbers)

Unit Price Item 3 per cut \$ _____
(numbers)

Unit Price Item 4 per cut \$ _____
(numbers)

Unit Price Item 5 per cut \$ _____
(numbers)

Owner shall increase number of cuts without adjustment of unit prices.

Project Understanding

1. Sites may be cut on a rotating basis ie. Site #1 Monday, #2 Tuesday etc.
2. Cutting scheduled from May 1st thru September 31st equates to 15 cuts per site based on a 10 day rotation.
3. All sites to be cut by a mulching type mower. Care shall be taken to disperse clippings during cutting operation.
4. Care shall be taken to prevent running over trash.
5. Cutting schedule may be adjusted around inclement weather.
6. This is a prevailing wage contract, if applicable.
7. Bidder may cut at closer intervals during peak of season to control growth patterns and further intervals at dry portion of season.

END OF RFP